

## **BASELINE MONITORING REPORTS (BMR)**

### **Purpose of BMRs**

A BMR is a report submitted by an individual user to its control authority (POTW with an approved pretreatment program or EPA) that is used as a tool by the control authority to identify those IUs in need of pretreatment to come into compliance with categorical standards.

### **Who Must Submit BMRs?**

All industrial users that are subject to specific categorical standards must submit baseline monitoring reports to the control authority. Exceptions to these reporting requirements are industrial users subject to categorical standards limiting only prohibited pollutants (unless specifically requested by the control authority).

### **When Are BMRs Submitted?**

Baseline monitoring reports are due to the control authority within 180 days after the effective date of a categorical pretreatment standard, or 180 days after the final administrative decision made upon a category determination submission, whichever is later.

### **What Information is Required in a BMR?**

See Attached Optional Baseline Monitoring Report Form

#### **Abbreviations:**

BMR.... Baseline Monitoring Report  
EPA.....Environmental Protection Agency  
IU.....Industrial User  
POTW... Public Owned Treatment Works

**INFORMATION REQUIREMENTS FOR  
BASELINE MONITORING REPORT**

Facility Name _____	Owner/Operator _____
Address _____	Address _____
_____	_____

**I. Information Already Submitted**

4. Has a baseline report containing information listed below already been submitted for the facility?  
[ ] YES [ ] NO If "yes", provide date of submission and the agency submitted to \_\_\_\_\_
4. Has your firm supplied the information presented below to your local sewage agency (in response to the sewage Agency's requirement to conduct an industrial waste survey as part of a pretreatment program)?  
[ ] YES [ ] NO If "yes", state date of your submission and the agency requesting the information.

If the answer is "yes" to either or both questions above, then do not answer the following questions. Instead Attach a copy of your previously submitted material to the form and return.

**II. Baseline Monitoring Report Information**

1. Briefly describe the products and manufacturing process used in your operation \_\_\_\_\_
2. Production Rate \_\_\_\_\_ 3. SIC Code \_\_\_\_\_
4. Facility Diagram: Attach a copy of your facility flow schematic diagram of all regulated processes, including points of discharge to the sanitary sewer system.

**5. Wastewater Flow Measurement:**

Regulated Process (Type)	Daily Average (gal/day)	Daily Maximum (gal/day)	Estimated (E) Measured (M)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Non-Regulated Process (Type)	Daily Average (gal/day)	Daily Maximum (gal/day)	Estimated (E) Measured (M)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Measurement of Pollutants: Attach the most recent results from the sampling and analysis during normal working hours of all regulated process streams including the following information:
- Sample Type (i.e., flow proportional, composite, grab)
  - Frequency of Samples
  - Time, date and location of sampling event
  - Method of analysis
  - Comparison of results with applicable pretreatment standards

- f. If alternate limits (i.e., Combined wastestream formula) are calculated, include the limit and all supporting data.
7. Certification: Are pretreatment standards for your industry being met on a consistent basis by this facility?  
[ ] YES [ ] NO If "yes", go to Question 9.
8. If answer to number 7 is "no", will additional pretreatment and/or operations and maintenance be required for this facility to meet pretreatment standards? [ ] YES [ ] NO If "no", explain reason for non-compliance.

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9. List any environmental control permits held by this facility:

_____	_____
_____	_____

I have personally examined and am familiar with the information submitted in the attached document, and I hereby certify under penalty of law that this information was obtained in accordance with the requirements of 403.6 (a). Moreover, based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

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Signature of Official

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Date

## INSTRUCTIONS FOR BASELINE MONITORING REPORT

### **General**

Both the facility name and address and the owner or operator name and address should be given.

### **Specific Questions**

- I.1. If Yes is answered to this question, be sure to attach a copy of the material that you submitted.
- I.2. See instructions for Question 1.
- II.1. Briefly describe the nature of business or service performed at this facility. This description should all manufacturing processes, including those not related to the categorical industry (use additional sheets if necessary).
- II.2. Give the production rate at this facility (usually given as an annual average production or monthly average).
- II.3. Provide the appropriate Standard Industrial Classification (SIC) code for this facility.
- II.4. Self-explanatory.
- II.5. Provide average and maximum waste flows from all regulated process streams. If process wastestreams are combined either with other process wastestreams or non-process (sanitary, cooling water, etc.) wastestreams, these individual flow rates should be given.
- II.6. Each industrial user will sample, analyze and report on all regulated pollutants specific to each process (refer to appropriate subcategory in regulations for specific pollutants). An attachment should be provided indicating the types of samples (i.e., grab, composite, flow proportioned) the frequency and number of samples, time date and locations of sampling events, and certification that the method of analysis meets the regulatory requirements. The facility must ascertain whether it can meet the 30-day average, calculated average, daily maximum and calculated maximum limit.

All pretreatment standards are process related and a facility must comply with the standard at the end of each regulated process. However, EPA recognizes that many facilities combine their wastewater process lines, cooling water and sanitary waste prior to treatment or discharge to municipal sewers. Hence, a facility can sample at a combined point, but will need to adjust the categorical limit by employing the Combined Wastestream Formula, which is contained in Section 403.6(e) of the General Pretreatment Regulations (Federal Register January 18, 1981). If this is the case with your facility, you must employ the formula and provide all additional data used for calculations. For further explanation, please refer to 40 CFR 403.6(e).
- I.7. If answer was yes, skip Question 8, and go on to Question 9.
- I.8. An explanation is needed describing how the facility intends to meet Categorical Standards. If additional pretreatment and/or operations and maintenance are required, then an attachment must be provided describing the proposed system and a schedule of dates for commencement and completion of events leading to the construction and operation of the system.
- I.9. Any other environmental control permits (i.e., NPDES, hazardous material, etc.) held by this facility must be listed.